



PRIVACY POLICY

Rooted Talent Group Ltd

Effective Date: 04/05/2026

Rooted Talent Group Ltd (“we”, “us”, “our”) is committed to protecting the privacy and confidentiality of personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

1. Data We Collect

We may collect and process:

- Client contact details (names, roles, organisation, email, phone)
- Vacancy details and staffing requirements
- Candidate-related data shared with clients
- Financial and billing information
- Communication records

2. Lawful Basis for Processing

We process data under:

- Legitimate interests (recruitment services)
- Contractual necessity
- Legal obligations

3. How We Use Data

- To provide recruitment and staffing services
- To match candidates with roles
- To manage contracts, placements, and payments
- To meet safeguarding and compliance obligations



4. Data Sharing

We may share data with:

- Candidates and clients for recruitment purposes
- Umbrella/payroll providers
- IT/CRM providers
- Legal/regulatory bodies (e.g. safeguarding authorities)

5. Data Retention

Data is retained only as long as necessary, typically:

- Client data: up to 6 years (financial/legal requirement)
- Recruitment data: aligned with industry standards

6. Data Security

We implement:

- Secure systems and restricted access
- Encrypted platforms where applicable
- Internal data protection procedures

7. Your Rights

You have the right to:

- Access, correct, or erase data
- Restrict or object to processing
- Lodge complaints with the ICO

Contact: info@Rootedtalentgroup.co.uk